

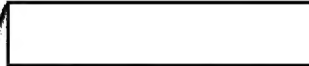
CONFIDENTIAL

21 June 1962

25X1  
ATTN : ID/S  
SPA-ID/S

Chief, Records Management

Secure Area for RID/

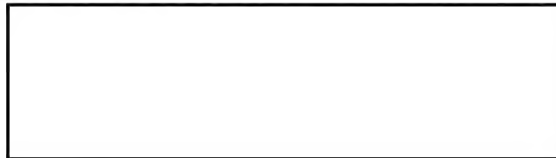


1. In compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Buildings this office has reviewed the attached request.

2. A physical review of the areas involved and discussion with the Branch Chief indicates that conversion from 4-drawer safes to steel shelving will be consistent with good records management practices.

3. The establishing of this secure area will result in the release of eight (8) 4-drawer safes, afford a more efficient means of filing, provide better space utilization and make the files more easily accessible to the analysts.

4. I recommend that this request for securing rooms GA-36, 44 and 50, Headquarters Building, be approved.



25X1

Distribution:

Orig - addressee

- 1 - Office of Security
- 1 - Office of Logistics
- 1 - SPA/DD/S
- 1 - RMS

25X1  
RMS/DDS/RS&DB/



fms (21 June '62)

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	<input type="text"/> Office of Security		
2	4E-05, Headquarters		
3	<input type="text"/> Space Alloc. & Facilities Branch, O/L, 1E-47, Headquarters		
4			
5	SPA-DD/S, <input type="text"/> 7E-02, Headquarters		
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input checked="" type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
	CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

The attached is in conformity with Memo from  
DD/S to: Acting Director of Logistics, Director  
of Security, Chief, Records Management,  
Subject: Requests for Secure Areas in the  
Headquarters Building, dated 7 June 1962

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
<input type="text"/> Records Management 004 - 1016 16th St.	6/21/62
UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/>	

FORM NO. 237  
1 APR 55 Replaces Form 30-4  
which may be used.

(40)  
U. S. GOVERNMENT PRINTING OFFICE : 1955 - O - 342531